

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-030
Final Filing Date:	September 26, 2008 or Until Filled

Position:	Salary:	Location:
Research Analyst II (General)	\$4,619 - \$5,616	Office of Statewide Health Planning & Development Healthcare Workforce Development Division (HWDD) 400 R Street, Suite 330 Sacramento, CA 95811
<i>*Pending Control Agency Approval</i>		

General Statement:

Under the general direction of the SSMII, Research, Policy and Planning Section, the incumbent performs complex and technical research, statistical and analytical work for the Healthcare Workforce Clearinghouse program.

Duties:

- Conduct research into health professions, education, licensing, and labor market trends in California focusing on identifying, compiling, analyzing, and describing data.
- Assemble disparate data dealing with population, healthcare workforce and educational professionals, and resources for distribution.
- Design, implement, and monitor data entry processes for the Clearinghouse including ease, use, and error checking to avoid data loss or corruption.
- Develop and use GIS, Excel, Access and other software to analyze, evaluate and display data.
- Prepare results from analysis (statistical and graphical) of digital databases in support of program activities including written reports, tables/ charts and production of maps.
- Prepare written and oral presentations, recommendations to management and stakeholder groups.
- Respond to complex inquiries regarding California's healthcare workforce and education data.

Desirable Qualifications:

- Conducting technical research, assessments, special studies, and interpreting quantitative data.
- Analyzing data and developing recommendations.
- Ability to present ideas and information both orally and in writing.
- Ability to manage multiple priorities and meet deadlines.
- Exercising good judgment in dealing with managers, staff, and various stakeholders at the public and private level, including educators, and representatives of state agencies and national organizations.
- Proficiency with statistical displays and GIS, Excel, and database applications.

Who May Apply:

Applications will be accepted from individuals currently in the above classes or individuals who have list, transfer, or reinstatement eligibility. Appointment is subject to SROA/surplus policies. Only the most qualified applicants will be interviewed.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD - Healthcare Workforce Development Division

Attn: Senita Robinson (**JOB #08-030**)

400 R Street, Room 330

Sacramento, CA 95811

For more information contact Senita Robinson (916) 326-3700.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.